



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PS: ACCOUNTANT (EL)
<b>POSITION NUMBER:</b>	00052659
<b>LOCATION:</b>	ADMINISTRATION DIVISION, FINANCE OFFICE, ATLANTA
<b>POSTING DATE:</b>	OCTOBER 30, 2013
<b>APPLICATION DEADLINE:</b>	NOVEMBER 9, 2013
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	12
<b>ENTRY SALARY:</b>	\$2,222.68/MONTH

**DESCRIPTION OF DUTIES:** Analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss, or other financial activities within an agency. Records financial transactions, reconciles accounting records and prepares records. This is the entry/training level of the Accounting job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

**MINIMUM QUALIFICATIONS:** Completion of a Bachelor's degree in accounting from an accredited college or university

OR

Completion of a Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence.

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Working knowledge of Windows computer operating system and applications.

**HOW TO APPLY:** (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Debbie Teal, Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [Deborah.Teal@agr.georgia.gov](mailto:Deborah.Teal@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.** If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER  
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.